



Raleigh

MEMO

## INVITATION TO BID

274-2024-05-29

**Project:** Chavis Community Center Lobby Door Replacement

**Location:** 505 Martin Luther King Jr Blvd, Raleigh NC 27601

**Department/Division:** Parks, Recreation and Cultural Resources/Design  
Development Division

**Project Manager:** Carlos Reyes, PE, 919 996 4781, [carlos.reyes@raleighnc.gov](mailto:carlos.reyes@raleighnc.gov)

Bids will be received until **2:00 pm on May 29, 2024** by City of Raleigh.

The work consists in replace a 10 FT Height Door for an 8 FT Height Door and Frame

Bidding Documents include this Invitation to Bid, and the following attached forms: Form of Proposal sample contract, Sales Tax Report, MBE form, and General Conditions. The bidding documents also include the plans and specifications, and any Addenda issued prior to receipt of bids. All requirements and obligations of the Bidding Documents are hereby incorporated by reference into the Contract Documents and are binding on the Successful Bidder upon award of the contract.

Each Bidder by submitting his Bid represents that he has read and understands that Bidding Documents and his Bid is made in accordance therewith; and Bidder agrees to be bound by the terms and requirements set forth in the Bidding and Contract Documents; that he has visited the site, has familiarized himself with the local conditions under which the Work is to be performed herein, and has correlated his observations with the requirements of the proposed Contract Documents.

The Schedule for the project shall be as follows:

May 20, 2024	Pre-Bid Conference 11:00 AM at, 505 Martin Luther King Jr Blvd, Raleigh, NC 27601
May 23, 2024	Last Day of Questions
March 24, 2024	Questions Answered By Addendum
May 29, 2024	Bids Due at 2:00 PM by email
TBD	Notice to Proceed
TBD	Finish Construction

All related questions should be directed to, and bidding information may be obtained by emailing [carlos.reyes@raleighnc.gov](mailto:carlos.reyes@raleighnc.gov)

Submit bids by email to Carlos Reyes, [carlos.reyes@raleighnc.gov](mailto:carlos.reyes@raleighnc.gov)

After Bids are opened, the Owner shall evaluate them in accordance with the methods and criteria set forth in the Instructions to Bidders. The Owner/City Council reserves the right to waive any informality or to reject any or all Bids. Unless all Bids are rejected, Award will be made to the lowest responsible and responsive Bidder, taking into consideration quality, performance and the time specified in the Bid Form for the performance of the Contract.

With each request for Bidding Documents supply the following information: Company name, contact person, street address, phone number, and email address for

Municipal Building  
222 West Hargett Street  
Raleigh, North Carolina 27601

One Exchange Plaza  
1 Exchange Plaza, Suite 1020  
Raleigh, North Carolina 27601

City of Raleigh  
Post Office Box 590 • Raleigh  
North Carolina 27602-0590  
(Mailing Address)

Bidding point of contact; N.C. contractor's license with limitation and classification; indicate if the firm will be a Prime bidder, Supplier or Sub-Contractor.

Bidders will be required to show evidence that they are licensed to perform the work in the Bidding Documents as required by North Carolina General Statute, Chapter 87 and the Instruction to Bidders.

Bid Security in the amount of five percent (5%) of the Bid must accompany each Bid and shall be subject to the conditions provided in the Instruction to Bidders.

Pursuant to General Statutes of North Carolina Sections 143-128.2 and 143-131, and in accordance with City policy, the City of Raleigh encourages and provides equal opportunity for certified Minority and Woman-Owned Business Enterprise (MWBE) businesses to participate in all aspects of the City's contracting and procurement programs to include Professional Services; Goods and Other Services; and Construction. The prime contractor will be required to identify participation of MWBE businesses in their Bid, and how that participation will be achieved.

Furthermore, the City's goal is to contract or sub-contract fifteen percent (15%) of the contract amount to certified MWBEs on construction projects over \$300,000, or with contracts that include \$100,000 or more in state funding.

City of Raleigh  
Mary-Ann Baldwin, Mayor